

New Business Item 10-48 Rev.

Def. 1/24/11

App. 2/28/11

Rev. 9/23/11

App. 9/23/11

TITLE: Request for Proposal for National Board for Professional Teaching Standards Support Process

Pending availability of funds, the Hawaii Teacher Standards Board (HTSB) approves the following criteria for a Request for Proposal (RFP) for National Board for Professional Teaching Standards (NBPTS) support process and directs the Executive Director to work with Procurement Office to invite proposals:

Support provider will:

- Work under the direction of the HTSB Executive Director or designee and perform in accordance with guidelines established by HTSB;
- Produce an online informational session that is accessible to candidates throughout the year. In addition, conduct no fewer than one (1) one-hour informational session on the NBPTS certification process in each Hawaii Department of Education (DOE) district between April 1 and May 31 of each school year;
- Conduct no fewer than eight (8) three-hour support sessions in each of the Hawaii DOE districts where there are regularly enrolled NBPTS candidates per session between September 1 and April 15, or 15 days prior to the published deadline for submitting NBPTS portfolios in each school year, whichever is earlier;
- Conduct no fewer than eight (8) three-hour online support sessions for regularly enrolled NBPTS candidates per session between September 1 and April 15, or 15 days prior to the published deadline for submitting NBPTS portfolios in each school year, whichever is earlier;
- Develop proactive candidate support system to ensure accessibility and responsiveness to candidates who require support outside of the formal support sessions;
- Review at least one draft portfolio entry per candidate per session and provide written feedback to the candidate for revision.
- Administer the NBPTS candidate subsidy program as allowed by NBPTS;
- Submit a written report to the HTSB at a regularly scheduled meeting no later than July following the school year in which support is provided. The report will include data on attendance at informational sessions; attendance at support sessions; challenges encountered by candidates during the process and suggestions for program improvement, number of first time candidates, completion time, and pass, fail and pending candidate data.

TITLE: Request for Proposal for National Board for Professional Teaching Standards Support Process – Page 2

- Contract shall be awarded for a term of three years, renewable one year at a time based on increased number of first-time candidates, improved certification completion time for candidates, and increased certification completion rate for candidates.
- Contractor must provide evidence of expertise and experience in the NBPTS process.

Submitted by: Terry Lynn Holck

Referred to: Budget, Personnel and Strategic Planning Committee